

**Application for the Refund of Payment for approved equipment under
Circular Letter 0010/2013 during the 2023/24 school year**

School Name: _____ Roll No: _____ School email: _____

Student Name: _____ PPSN Number: _____

	Item	Make & Model No.	Supplier Name & Address	Cost incl. of VAT €	Are quotations available for inspection?
1.					
2.					
3.					
TOTAL					

Please include with this claim form the following documentation:

1. A copy of the approval letter issued to your school for this equipment.
2. **Original full receipts** received from the company / companies outlining the equipment purchased. Claims for part payment of equipment purchased will not be accepted.
3. **Original** signatures, scanned or e-signatures cannot be accepted.

Declaration:

I wish to claim a refund of costs involved in the purchase of approved equipment and I confirm that the approved equipment has been purchased by the school using school funds only and is in use according to the terms and conditions of Circular 0010/ 2013.

Signature of Principal / CEO: _____

Date: _____

DIRECTIONS FOR CLAIMING PAYMENT FOR ASSISTIVE TECHNOLOGY UNDER CIRCULAR 0010/2013

1. PAYMENT TIMEFRAME

Full and correctly completed claims will be processed in six-to-eight weeks from date of receipt. Incomplete/incorrect claims will be returned to the school. The timeframe for payment will start anew when the claim is resubmitted fully and correctly completed.

2. SUPPLIERS

Whichever supplier is chosen, it is the responsibility of the school authority to ensure that the proof of payment (see point 4.) received is accepted as valid for the purposes of claiming payment.

3. PAYMENT

All payments **MUST** be made by the school authority/ETB. **No staff member or any other third party can be reimbursed through this scheme.** Where a school has no access to a credit/debit card, an electronic funds transfer (EFT) should be used to pay for items from suppliers. **All supplier correspondence should be addressed to the principal.**

4. PROOF OF PAYMENT

There are only three acceptable proofs of payment. If any other documents are submitted*, the claim will be returned to the school/ETB unprocessed:

- a) Receipt on headed paper from suppliers that has itemised costs for each sanctioned piece of equipment. For multiple suppliers, there must be separate receipts. **The school must be named, no third parties.**
- b) A numbered invoice with itemised costs for each sanctioned piece of equipment **AND** a receipt that references the invoice number and confirms that the invoice has been paid in full. For multiple suppliers, there must be separate numbered invoices and associated receipts. **The school must be named, no third parties.**
- c) In situations where a receipts **cannot** be produced, an invoice with itemised costs for each sanctioned piece of equipment can be submitted (**the school must be named, no third parties**) **AND** a copy of the school's card/bank account statement, including the first page with the school name and address. Highlight the transaction & redact personal information before submission.

* Some examples of **unacceptable proofs of purchase**: invoices marked/stamped 'paid', invoices with a nil/€0.00 balance, hybrid receipt/invoices, delivery receipts, quotations, order confirmations, printed pictures of original documents, internal advice notes/remittances indicating permission to pay, voucher receipts, phone messages, payment transfer confirmations from school bank A/C, payment services other than the school's bank A/C, etc.

5. COMPLETING THE CLAIMS FORM

- a) Ensure compliance with the sanction letter:
 - i. Do not claim an amount in excess of that sanctioned for any item. Excess amounts cannot be reimbursed.
 - ii. Do not claim for any item/service that has not been sanctioned. These costs cannot be reimbursed.
- b) Each item that has been separately sanctioned must be set out separately on the form.
- c) Ensure to add the VAT to all items and that totals are correct.
- d) Ensure that the authorised signatory (principal/CEO) uses an original, handwritten signature.
 - i. They **must not** sign and date the form prior to the sanction being confirmed or the items being purchased.
- e) In case of multiple claims from one school/ETB, all of the documentation must be full and complete **in the case of each student**. This also applies where multiple claims are dealt with in one transaction from a supplier. **Each student's grant claim must be separate and fully complete.** The Department cannot reimburse a claim where the paperwork requires that information from another claim be consulted or copied.

6. SUPPLEMENTARY INFORMATION

All claims must be in hardcopy and have all of the necessary **documentation included when submitted for payment**. Where there are omissions, the claim will be returned. Supplementary e-mails, etc. will not be accepted after receipt of hardcopy claim forms.

N.B.: **No medical/psychological documentation or quotes from suppliers are to be submitted with claims for payment.** If received, these, and **unacceptable proofs of purchase**, will be returned to schools.